



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U. S. MARINE CORPS FORCES, ATLANTIC
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WgO 3040.5F

ADJ

09 MAR 2004

WING ORDER 3040.5F

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR 2D MARINE AIRCRAFT WING (2D MAW) CASUALTY REPORTING

Ref: (a) MCO P3040.4E
(b) MCO 5740.2F

Encl: (1) Casualty Reporting Information for Deployed Units

1. Situation. To publish guidance and instructions for the conduct of casualty reporting within 2d MAW.

2. Cancellation. WgO 3040.5E.

3. Mission

a. Casualty reporting is time sensitive and must be accomplished as soon as possible after receipt of verified information. Accuracy of all reported data is essential.

b. The circumstances surrounding casualties and/or the casualties themselves sometimes fit the criteria for Serious Incident Reporting as outlined in paragraph 8002 of reference (a), therefore reference (b) will be referred to concerning appropriate action required.

4. Execution

a. Commanders Intent and Concept of Operations. This headquarters, as well as higher headquarters, monitor casualty information found in Defense Casualty Information Processing System (DCIPS) Forward, therefore **ALL** Personnel Casualty Reports (PCRs) will info the following Organizational Mail Boxes: 2DMAW CASUALTY, II MEF CE CASUALTY and SMB MARFORLANT PCR. Additionally, incidents that require a Serious Incident Report (SIR) will include COMMARFORLANT//ADJ//, CG II MEF//ADJ// and CG SECOND MAW as information addressees.

(1) Defense Casualty Information Processing System Forward. DCIPS Forward is the electronic casualty reporting system mandated by the Department of Defense and will be utilized by all 2d Marine Aircraft Wing units to record all casualties pertaining to Marine Corps personnel and certain categories of other reportable persons.

(2) Casualty Reporting Responsibility. Each casualty's reporting unit is responsible for immediately submitting a voice

report to the Marine Corps Operations Center (MCOC) and CMC (MRC) when a reportable casualty occurs and follow with a PCR. This report is due within 1 hour. Concurrently, each casualty's reporting unit commander will make a voice report to the Group commander who will provide a voice report to the Commanding General, 2d MAW. Additionally, Squadron/Group Duty Officers will immediately notify 2d MAW Command Duty Officer for appropriate notification to higher headquarters.

(3) Personnel Casualty Report. The PCR is the primary source for information required to inform the primary and secondary next of kin (PNOK/SNOK) of a casualty's status. Chapter 3 of reference (a) outlines detailed information for submission of PCRs.

(4) Casualty Notification. For Injured/Ill cases the PNOK will be notified telephonically by the commander or a designated command representative. For Death cases the PNOK and SNOK will always be notified personally. The SNOK is notified after the PNOK, unless the PNOK cannot be immediately found. In imminent death situations, the attending physician may call the NOK directly, however, personal notification will still be made. The commander first receiving knowledge of a death of a reportable casualty will make the condolence call when the NOK resides in the same geographical area. If the PNOK or SNOK does not reside in the same geographical area as the reporting unit, CMC (MRC) should be advised and requested to assign another Marine Corps activity to make the condolence call. One other individual, chaplain, medical officer, corpsman or local law enforcement personnel will accompany the CACO to give the NOK another point of contact and to provide moral support or assistance in the event the family member becomes ill or aggressive. A chaplain may accompany the CACO as the second person, but will not be assigned as a CACO. Chaplains should be routinely integrated into casualty assistance matters.

(5) Assignment of Casualty Assistance Calls Officers (CACOs). The assignment of a unit to provide a CACO is dependent on the location of the PNOK and SNOK. If the PNOK or SNOK resides in the same geographical area as the casualty reporting unit, the reporting unit will assign a CACO. The CACO will be a staff noncommissioned officer (SNCO), warrant, or commissioned officer and should be of equal or higher grade than the casualty. If the PNOK or SNOK does not reside in the same geographical area as the reporting unit, CMC (MRC) will locate and task the closest Marine Corps activity to assign a CACO.

(6) CACO Responsibilities. Detailed instructions of CACO responsibilities are found in chapter 4 of reference (a).

(7) Condolence Letters. Condolence Letters will be prepared by the casualty's commander and forwarded via the chain of command to reach the Wing Adjutant by close of business the third working day after death for review and release to CMC.

(8) Injured/Ill Patient Tracking.

(a) Tracking of injured/ill Marines has always been a concern for Commanders. The Injured/Ill Patient Tracking web site defines the new capabilities being implemented to enhance the Marine Corps ability to track hospitalized Marines.

(b) The Injured/Ill Patient Tracking will be utilized to track personnel that are in the medical pipeline. Commanders will have access to movement and itinerary information required at all levels of command. The Marine Corps casualty system, DCIPS Forward is linked to the WEB site. Casualty information received via a PCR will automatically be pushed to the WEB site.

(c) Injured/Ill Patient Tracking can be accessed through: <https://143.84.96.35/iip/>. CMC (MRC) will tightly control access. Personnel requiring access should submit an email to: INJURED-ILL@manpower.usmc.mil. The request must include: Rank, Full Name, Service, Billet, Duty Location, Email Address and Duty Phone number (DSN/Commercial). Commanders verification is required for system access.

(9) Release of Information to News Media. In no case will information be released to the news media or other third parties prior to notification of NOK. All matters pertaining to news release will be coordinated with the Public Affairs Officer.

b. Tasks

(1) The 2d MAW Adjutant is assigned as the point of contact for casualty reporting within 2d MAW.

(2) Group and squadron/battalion commanders will appoint, in writing, a Casualty Officer and an alternate to carry out these duties. Personnel assigned such duties will thoroughly familiarize themselves with references (a) and (b).

(3) Commanders responsible for submitting PCRs will ensure updates are provided upon change of status and will reference the original PCR. At a minimum, weekly updates will be provided for all casualties whose medical condition is listed as serious or worse.

(4) Public Affairs Officer. Coordinate public affairs guidance and responses to media queries.

(5) Staff Judge Advocate. Provide investigatory support and legal services, as required.

(6) Command Duty Officer

(a) Notify the Chief of Staff and other staff officers as required about casualty related matters during your tour of duty.

(b) Monitor casualty related information in DCIPS Forward and SIR message traffic.

5. Administration and Logistics. Recommendations for changes to this Order are invited and should be submitted to the 2d MAW Adjutant via the chain of command.

6. Command and Signal. This Order is effective the date signed.


E. CONDRA
Chief of Staff

DISTRIBUTION: A

Casualty Reporting Information for Deployed Units

1. Units under Operational Control (OPCON)/Administrative Control (ADCON) to another command while deployed:

a. Local instructions issued by the temporary command will take priority in casualty reporting procedures.

b. The squadron/battalion will ensure that positive identification of the casualty is made prior to reporting.

c. Updates/changes in casualty status will be passed only after verification is accomplished.

d. The following Organizational Mail Boxes: 2DMAW CASUALTY, II MEF CE CASUALTY and SMB MARFORLANT PCR as well as the parent group commander, will be information addressees on all PCRs.

2. Units deployed and still OPCON/ADCON to 2d MAW

a. If location permits, upon initial notification, the unit casualty reporting officer will immediately notify the 2d MAW Adjutant by calling DSN 582-2829/3479 during working hours or the Command Duty Officer at extension 582-4388/4313 during non-working hours.

b. The squadron/battalion will ensure that positive identification of the casualty is made prior to reporting.

c. Updates/changes in casualty status will be passed only after verification is accomplished.

d. The unit will submit the initial PCR per reference (a). The following Organizational Mail Boxes: 2DMAW CASUALTY, II MEF CE CASUALTY and SMB MARFORLANT PCR as well as the parent group commander, will be an information addressee on all PCRs.

e. The unit commander will issue escort orders, if appropriate, on all assigned escorts and will brief the escorts on the provisions of reference (a) prior to departure.

3. All deployed units

a. If the next of kin of the casualty is residing in the immediate area of the Permanent Duty Station (PDS), the parent group commander will ensure that immediate notification is made. The group commander will then advise the 2d MAW Chief of Staff upon completion of the notification.

b. The commanding officer will ensure that the original Service Record Book (SRB)/Officers Qualifications Record (OQR), Health Record (HR), and Dental Record (DR) are forwarded per chapter 2 of MCO P1070.12.

c. The deployed unit will ensure that condolence letters are prepared and forwarded to the 2d MAW Adjutant via the chain of command

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and that copies are enclosed in the closed out SRB/OQR.

d. The squadron/battalion will ensure that all personal effects are inventoried and disposed of per MCO P4050.38.

e. The squadron/battalion will provide an escort as delineated in reference (a).

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